



Baseline Expectations for Discretionary Salary Increase Awards for Library Faculty

Introduction

Each year, the SUNY New Paltz Provost and the Central Committee on Promotion & Salary Increase issue a memorandum regarding discretionary salary increase awards (known as DSI or merit). The memorandum states that awards are granted to faculty for “meritorious” or “outstanding” performance over and above the normal expectations of activities of full-time tenure-track faculty. Applicants for merit awards are instructed to “consult as a guide the Baseline Expectations Necessary for Consideration for Discretionary Salary Increase.” The referenced document specifically describes the activities of classroom faculty and does not adequately reflect the work and priorities of library faculty.

In order to provide better guidance to librarians, to the library’s personnel sub-committee, and to the Central Committee for Promotion & Salary Increase, these Baseline Expectations for Discretionary Salary Increase Awards for Library Faculty have been developed. They describe the essential, core job duties for librarians. These baseline expectations describe a minimum level of performance and must be met before an applicant may be considered for DSI.

Baseline Expectations for Discretionary Salary Increase Awards for Library Faculty

I. Effectiveness of Job Performance

- A. Demonstrated by proficiency within the specialization of one's job, administrative ability, contributions to the effective operation of one's department, interdepartmental cooperation, and contribution to the overall goals of the library. Specific job performance expectations vary for each individual library faculty member according to her/his position in the library. These specific requirements are set forth in each librarian's Performance Program, to be included in the DSI dossier.
- B. Contributions to "global" responsibilities shared by all librarians. Examples include:
 - 1. Supporting the library's mission and vision.
 - 2. Working cooperatively and sharing information with colleagues.
 - 3. Exhibiting collegiality and initiative in fulfilling responsibilities.
 - 4. Contributing to the creation of library policies and procedures that impact information collection and access
 - 5. Striving to improve library resources and services by listening to the needs of library users.

II. Effectiveness of University Service*

- A. Membership on internal library committees (including standing, ad hoc, and functional committees or working groups)
- B. Membership on campus-wide committees (including standing governance units and boards as well as temporary task forces, steering committees, search committees, or other temporary groups)

* It is understood that there may be years during which service opportunities are not available for every librarian. However, to be considered for merit, librarians must demonstrate a willingness to serve as opportunities arise. Service to professional organizations on a regional, state, or national level is also recognized as important and valuable. It may substitute for local service if the librarian has demonstrated a recent history of service or a willingness to serve the library and college. Absence of library or campus service should be briefly explained in the DSI dossier. Lack of library or campus service should be briefly explained in the DSI dossier.

Library Faculty must also be in compliance with the policies outlined in the *State University of New York at New Paltz Faculty Handbook* and the *Sojourner Truth Library Personnel Handbook for New Employees*. Activities and accomplishments to be recognized by a merit award must be above and beyond the baseline expectations outlined above.

Adopted by the Library Faculty November 1, 2004
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